

Command Compliance with Policy/Procedures on
Workers' Compensation Cases
Review Checklist

Reviewed by: _____

Employee _____ ID# _____

Date of Injury: _____ SCIF Claim Number: _____

SCIF Office: _____ SCIF Contact: _____

Retired due to this injury?: YES/ NO

Policy Under HPM 10.7

1. Employer Date of knowledge (DOK): _____
2. 3301/DWC 1 Provided to employee on: _____ Within 24 hours of DOK?
YES/NO
3. Date CHP 121 signed off by Command: _____ Within 3 days of DOK?
YES/NO
4. Date CHP 121 received by State Fund: _____ Within 8 days of DOK?
YES/NO
5. If CHP 121 was marked questionable, was CHP 121 further documented in narrative section to explain why questionable status was marked? YES/NO
6. Was a separate narrative attached to the CHP 121 to further explain Commander's dispute of claimed injury? YES/NO
7. Did Commander designate preventability? YES/NO If yes, did Commander meet with employee to discuss this finding? YES/NO
8. Did Commander generate/maintain CHP 121D on cases fitting criteria? YES/NO
9. Did Division send a composite CHP 121D to DRS? YES/NO